

Of the three schemes **viz.** (i) Maintenance and Preservation of State Records at the Divisional Level. (ii) Setting up of the Archival Museum of Documents connected with the Freedom Movement and (iii) Publication of Monographs on the history of Punjab, which were approved by the Government under the Fifth Five-Year Plan, the requisite staff on the first two schemes has since been appointed. And the work relating to the second scheme has already been started.

Budget : For 1976-77 a sum of Rs. 3,45,868.09 was spent against the budget provision of Rs. 3,44,000 on the non-plan side and a sum of Rs. 9,383.70 was spent out of the budget provision of Rs. 1,00,000 on the plan side. For 1977-78 a sum of Rs. 3,44,000 is sanctioned on the non-plan side Rs. 1,00,000 on the plan side.

Building : The State Archives has no building of its own and it continues to be housed in palatial building of Baradari Garden, Patiala.

Record Management : 4,877 records of the erstwhile Patiala State, Finance Department and English Records of the erstwhile Kapurthala State were appraised, out of which 40 per cent were marked for retention. No retention schedule is followed while appraising the records.

Research and Reference : 32 research scholars availed themselves of the research facilities while 45 queries from research scholars were attended to. 36 records were requisitioned by the government department and 4,062 records by research scholars.

Reference Media : 2,465 files of erstwhile State records were listed, 2,766 files/cases were indexed. 15,891 files were arranged and 344 level cards were prepared. 391 manuscripts were catalogued in order to prepare a revised catalogue.

Publication Programme : No publication programme was undertaken during the period under review.

Preservation of Records : 300,416 sheets were flattened, 133,562 sheets were repaired, 71,435 sheets were guarded, 1,785 volumes and books were bound and 2,332 volumes fumigated, 6,498 sheets were pasted and 3,729 stitched.

Photo-Duplication : The State Archives has no microfilming unit of its own.

Library : During the period under review 244 books were acquired.

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Administration : Dr. Bakshish Singh Nijjar, Additional Director continued to be the Head of the Directorate. The post of Record Officer, as also certain other posts under the two schemes, **viz.** (i) Maintenance and Preservation of State Records at Divisional level and (ii) Setting up of the Archives and Museum of Documents connected with Freedom Movements were, however, abolished by the state government.

Budget : During 1977-78 a sum of Rs. 351,164.84 was spent against the budget provision of Rs. 3,52,000 on the non-plan side. Provision of Rs. 1,00,000 was made on plan side but was slashed to Rs. 30,000 by government and out of which Rs. 31,826.11 was spent. For 1978-79 a sum of Rs. 3,62,000 has been made on the non-plan side and Rs. 25,000 on the plan side.

Building : At present the State Archives is housed in an old palace in Baradari Garden, Patiala, and some of its records are also lying in a part of Patiala Fort. There is however a proposal to construct a new building at Chandigarh for which a plot has already been allotted.

Record Management : Records of the erstwhile, Patiala State Finance Department and some english records of erstwhile Kapurthala State were appraised, out of which 30 per cent were marked for retention. No Retention Schedule is being followed while appraising the records.

Research and Reference : 35 research scholars availed themselves of the research facilities and 100 queries were attended to. 57 requisitions were made by the government agencies. 199 files, 548 manuscripts, 1,221 books and 144 newspapers were supplied to research scholars for consultation.

Reference Media : 6,400 files of erstwhile state records were indexed, 2,185 files were listed and 5,175 files were arranged. Descriptive lists of 981 documents of Vukla Reports, 124 documents under Bhandari Collection and 50 documents of Ludhiana Agency Records were also prepared. Press lists of 330 documents of English Records were also prepared. 54 manuscripts and 146 files of old Secretariat Records were also paginated and 1,254 books were entered in relevant register.

Publication Programme : No publication was brought out during the period under report.

Preservation of Records : During the period, 2,59,802 sheets were flattened, 16,791 sheets were repaired with tissue paper, 16 with chiffon and 990 with acetate foil. Besides, 109,393 sheets were guarded and 2,688 books and volumes were bound.

Photo Duplication : The department does not have its own microfilming unit but photo copies of records/documents are issued on demand with the help of camera printer. 84 negatives and 70 positives were prepared to meet the demands of research scholars.

Library : During the period no fresh acquisitions were added nor there is any proposal at the moment for any further expansion.

Other Activities : Under the National Register of Private Records, various villages and towns situated in Patiala, Jullundur and Ludhiana districts were visited with a view to make a survey of historical records in private custody. Under another scheme, i.e. collection of documents connected with Freedom Movement in the Punjab, records belonging to various institutions were also surveyed.